



# Motor Pool System (MPOL)



# User Documentation For Systems And Processes

SECTION 2  
MPOL

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## About This Procedure

This procedure provides instructions for completing forms used to process data in the Motor Pool System (MPOL). The following information will help you to use the procedure more effectively and locate further assistance if needed.

## How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

[Overview](#) describes the processing of forms and provides related background information.

The other primary sections include:

### Transactions Using Form AD-643

### Transactions Using Form AD-644

These sections provide instructions for preparing and submitting specific forms for motor pool transactions. Each type of transaction is described under a separate heading.

## What Conventions Are Used

This procedure uses the following visual aids:

Convention	Example
Block specifications are printed in <b>bold</b> .	<b>BOAC Number</b>
Figure, exhibit, and appendix references link figures, exhibits, and appendixes with the text. These references are printed in bold sans serif font.	See Form AD-643 <b>Figure 1</b> .
For date blocks, "(mmddyy)" means that you should enter the date in month/day/year order, using leading zeros for single-digit months and days	Enter the date (MMDDYY) on which this transmittal is to become effective.
Important extra information is identified as a note.	<b>Note:</b> Enter only one code.
Emphasized text within a paragraph is printed in bold	In this system, the agency office applies to GSA for a <b>Billed Office Address Code (BOAC)</b> , identifying the <b>NFC's address</b> and <b>Agency Location Code (ALC)</b> , 12-40-0001.
Field names are printed in the margin. Field specifications are printed in <i>italics</i> . <b>Note:</b> Field entries are identified as <i>required</i> <sup>1</sup> , <i>conditional</i> <sup>2</sup> , <i>optional</i> <sup>3</sup> , <i>optional default</i> <sup>4</sup> , or <i>no entry</i> <sup>5</sup> .	<b>Applicant Number</b> <i>Required, alphanumeric, 3 positions</i> Key in the applicant number.
<sup>1</sup> <b>Required</b>	You must enter data in the field. (Note: All mandatory fields on EPIC screens are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)
<sup>2</sup> <b>Conditional</b>	You may be required to enter data, based on criteria indicated in the field instructions.
<sup>3</sup> <b>Optional</b>	You may elect to enter data in the field. If the field is left blank, no data is system generated.
<sup>4</sup> <b>Optional default</b>	You may elect to enter data. If the field is left blank, the system generates a default entry.
<sup>5</sup> <b>No entry</b>	You do not enter data in the field. The field instruction states the reason for no entry.

## Who To Contact For Help

Telephone questions about processing documents for MPOL should be limited to urgent matters requiring immediate attention. These questions should be directed to the Administrative Payments Branch, Miscellaneous Payments Section, at **504-255-4647** . To resolve these inquiries, inquiry technicians conduct research by accessing the motor pool Billed Office Address Code (BOAC) history file. Charge-back inquiries are resolved through researching information sent in by General Services Administration (GSA) when preparing the On-Line Payment and Collection System (OPAC) bills. Questions that cannot be answered immediately will be researched and responded to within 5 days of receipt.

Inquiries that require lengthy research should be submitted in writing on Form AD-354, Request for Information, with a copy of the pertinent charge ticket (GSA Form 494, Monthly Motor Vehicle Use Record) to:

USDA, National Finance Center  
Financial Services Division  
Administrative Payments Branch  
Miscellaneous Payments Section  
P.O. Box 60000  
New Orleans, LA 70160-0001

The inquirer should provide the following information when telephoning or writing to NFC:

- Billed Office Address Code (BOAC)
- Agency code, accounting station, and unit code (for Forest Service)
- Period of usage
- Bill number (when changing accounting code or address)
- Amount of charges
- Date submitted to NFC for processing
- Name, location, and telephone number of caller

For detailed information about inquiry methods for accessing agency data, see Revision 5 of the Inquiry procedure, Title V, Chapter 1.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322** .

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## Overview

The Motor Pool System (MPOL) processes documents related to the payment of General Services Administration (GSA) Motor Pool transportation services provided to agencies.

Agencies contact GSA to order the transportation service.

**Note:** In order to use the GSA motor pool service, the agency must have a Billed Office Address Code (BOAC) identifying the National Finance Center (NFC) as the paying office along with the Agency Location Code (ALC), 12-40-0001.

After ordering the transportation service from GSA, agencies must prepare and submit the Form AD-643, Transmittal-GSA Motor Pool, to NFC to establish and maintain a BOAC master record of fund codes, accounting classification codes, and an agency clearing account applicable to motor pool billings. NFC processes the AD-643 into MPOL to await the GSA invoice.

GSA submits Motor Pool billing invoices directly to the NFC for payment. NFC processes payments through GSA's On-Line Payment and Collection System (OPAC) and includes the payment information in reports to agencies and the Department of the Treasury.

## Responsibilities

Listed below are the responsibilities of the primary organizations involved in data processing and system maintenance for MPOL.

### NFC:

- Reports to the Department of the Treasury the appropriate accounting data to be applied to motor pool charges processed by GSA in the OPAC System.
- Provides accounting data to those accounting stations that are not serviced by the Department's Central Accounting System (CAS); to CAS-serviced agencies, the NFC will provide financial reporting to management.
- Provides appropriate management reporting for the review and control of motor pool services.
- Updates fiscal year accounting codes.

### The Agency:

- Contacts GSA (Attention: Fleet Management, 470 L'Enfant Plaza, East S.W. Suite 8100, Washington DC 20407) to obtain a BOAC. NFC's Agency Location Code (ALC), 12-40-0001, must be provided to GSA.
- Submits Form AD-643, Transmittal - GSA Motor Pool, to the NFC to establish a BOAC master file record of fund codes for the office; submits the form also when necessary to update an existing BOAC master file record.

- Submits Form AD-644, Transportation Services Distribution - GSA Motor Pool, to the NFC to cover a specific 1-month period, using fund codes other than those that have been established for the BOAC master record. Submits it promptly following receipt of the service and no later than the end of the month during which the service is received to allow the NFC time to process this data before receiving GSA's billing.
- Submits GSA Form 494, Monthly Motor Vehicle Use Record, to GSA on a monthly basis.
- Provides instructions to motor pool service users to ensure accurate completion of the GSA Form 494.
- Ensures prompt submission of GSA Form 494 to avoid the possibility of an automatic (duplicate) charge being made by GSA. Requests credit from the motor pool issuing the charge, if a duplicate charge is made.
- Informs GSA by memorandum when canceling a BOAC. Sends a copy of the memorandum to NFC, together with Form AD-643, deleting the BOAC.

## Forms

The following forms are associated with MPOL:

Form Number	Form Title	Description
AD-643	Transmittal-GSA Motor Pool	<p>Used by participating BOAC offices to submit to the NFC information necessary to establish and maintain a BOAC master record of fund codes and accounting classifications, including an agency clearing account. For the initial submission of Form AD-643 (<a href="#">Figure 1</a>), Line No. 1 in Section D must establish accounting classification for the BOAC office's clearing account. The clearing account will be charged:</p> <ul style="list-style-type: none"> <li>• If the agency has not determined the appropriate accounting classification at the time transportation service charge ticket (GSA Form 494) is submitted to GSA.</li> <li>• If the agency wishes to consolidate the cost of motor pool services and distribute to accounting classification(s) at a later date.</li> <li>• If a GSA-billed item for the BOAC does not match a fund code established in the BOAC master record.</li> <li>• If the fund code is omitted on Form 494 when submitted to GSA.</li> </ul>

Form Number	Form Title	Description
		This form is also used for subsequent additions, changes, or deletions to the BOAC master record, exclusive of changes to fiscal year. (See <a href="#">(Figure 2)</a> ).
<b>Form AD-644</b>	Transportation Services Distribution-GSA Motor Pool	Used by participating BOAC offices to provide data to the NFC that is applicable for a specified 1-month period ( <a href="#">Figure 3</a> ); i.e., only for transportation services received during the month indicated on the form and limited to the month that service is provided. Fund codes established for this temporary use should not duplicate those already established on the BOAC master record. Once matched to the appropriate charges, this data is removed from the record and retained in the Motor Pool Paid History File. The original data on the master record is automatically restored as previously submitted via the AD-643.

## Reports

The following MPOL reports are produced in accordance with agreements reached between NFC and agencies. For CAS-serviced agencies, financial reporting to agency management is determined based on each agency's accounting and management requirements.

Report Number	Report Title	Description
<b>MPOL2304</b>	GSA Motor Pool - Transmittal Proof - Listing	A proof list sent to the submitting BOAC office for review. This listing contains data from the BOAC master record generated when Form AD-643, Transmittal-GSA Motor Pool, is processed on the initial submission or any subsequent change. A corrected AD-643 should be submitted to NFC when an error is detected.
<b>MPOL0803-A</b>	GSA Motor Pool - Exception Listing	A list produced for the BOAC office when a billed item exceeds certain reasonableness checks built into the system; e.g., vehicle miles driven per month. This list is reviewed by the agency BOAC office. Questionable items that require clarification are resolved by contacting the motor pool that provided the service.
<b>MPOL0803-C</b>	GSA Motor Pool - Charges To Clearing Account	A report produced for the BOAC office when an amount billed by GSA has been charged to the clearing account.
<b>MPOL1703</b>	GSA Motor Pool - Monthly Report Of Miles Driven And Amount By Agency/Accounting Station	A report prepared for agency accounting stations that provides monthly accrual of miles driven and dollar amounts expended by vehicle body type.





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## Completion Instructions For Form AD-643, Transmittal - GSA Motor Pool And Establishing A BOAC Master Record

To establish a BOAC master record of fund codes and accounting classifications, including an agency clearing account, prepare the initial AD-643 according to the instructions below.

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### Section A - Action Code

- 1. Action Code** *numeric field; 1 position*  
Enter **1** to establish initial data on the BOAC master record.

### Section B - Identification

- 2. BOAC Number** *alphanumeric field; 6 positions*  
Enter the BOAC assigned to your office by GSA.
- 3. Acctng. Station Code** *6 positions*  
Enter the agency code (alphanumeric field; 2 positions) and accounting station code (numeric field; 4 positions)
- 4. Unit Code** *numeric field; 2 positions*  
Used only by Forest Service.
- 5. Transmittal Number**  
Not required by NFC. This space is provided for agency use.
- 6. Effective Date** *numeric field; 6 positions*  
Enter the date (MMDDYY) on which this transmittal is to become effective.

### Section C - Agency Office Name And Address

- 7. Name** *35 positions*  
Enter the name of the submitting agency office.
- 8. Address** *35 positions*  
Enter the street address of the submitting agency office.
- 9. City** *20 positions*  
Enter the city location of the submitting agency office.

**TRANSMITTAL — GSA MOTOR POOL**

<b>A ACTION CODE</b>		<b>B IDENTIFICATION</b>															
		1 BOAC NUMBER (6)			2 ACCTNG. STATION CODE (6)			3 UNIT CODE (2)		4 TRANSMITTAL NUMBER (12)			5 EFFECTIVE DATE (6)				
<b>C AGENCY OFFICE NAME AND ADDRESS</b>														<b>ACTION CODE KEY</b>  0 = No Change 1 = Add 2 = Change 3 = Delete			
1 NAME (35)																	
2 ADDRESS (35)																	
3 CITY (20)																	
														4 STATE (2)		5 ZIP CODE (5)	
<b>D ACCOUNTING CLASSIFICATION</b>																	
LINE NO.	AC-TION CODE	FUND CODE	FIN PROJ APPRN	CLASS CODE STATE	STATE CHARGED	STATE WORKED	AREA FUNCTION	FIELD OFFICE SUB FUNCT	FIPS CITY CODE SUB-UNIT	PROJECT NUMBER				SCS			
										PROJECT NUMBER					DIST. %		
	1	2		A		B	10	C	3	D	4	1	4	E		1	2
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
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11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
SIGNATURE							PHONE NUMBER				DATE						

FORM AD-643  
(2/74)

Figure 1. Form AD-643 (Establishing A BOAC Master Record) (sample)

**10. State**

*2 positions*

Enter the state abbreviation of the submitting agency office.

**11. ZIP Code**

*5 positions*

Enter the ZIP Code of the submitting agency office.

**Section D- Accounting Classification**

**12. Line No.**

*2 positions*

Preprinted on the form.

**13. Action Code**

*numeric field; 1 position*

To establish the BOAC motor pool record, enter **1** (add).

**14. Fund Code**

*alphanumeric field; 2 positions*

Line 1 of the initial transmission must be left blank to establish a clearing account. Otherwise, there must be an entry in this block for all other lines of accounting classification. As needed, the office can assign any number of alphanumeric fund codes. When possible, avoid using the letters I, O, Q, S, V, and Z and the numbers 1, 2, 5, and 0. If used, zeroes should be slashed (e.g., O).

**15. A, B, C, D, and E**

*alphanumeric field; max. of 35 positions*

Enter the agency-assigned management or accounting classification code in the format specified for your agency.

**Note:** Do not exceed three lines of accounting for each fund code listed on the AD-643.

**16. Dist. %**

*numeric field; max. of 3 positions*

Enter the percentage (whole numbers) of distribution for each line of accounting. The percentages must total 100 percent. The clearing account is always 100 percent.

**17. Signature, Phone Number, Date**

Enter the signature and phone number of the person authorized to submit the transmittal. Enter the date it is submitted to NFC. Mail a typewritten original to:

USDA, National Finance Center  
P.O. Box 60000  
New Orleans, LA 70160-0001

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## Changing An Existing BOAC Master Record

To change a BOAC master record, prepare Form AD-643 according to the following instructions.

### Section A - Action Code

#### Action Code

*numeric field; 1 position*

Use Action Code 0, 2, or 3. To change accounting classifications, enter data only for fund code(s) affected.

To change only Section D, enter **0**.

To change Section B or C (except the BOAC, which cannot be changed), enter **2**.

To delete a BOAC master record from the master file, enter **3** and complete only Sections A, B, and C.

### Section B - Identification

#### BOAC Number

*alphanumeric field; 6 positions*

Enter the BOAC assigned to your office by GSA.

#### Acctng. Station Code

*6 positions*

Enter the agency code (alphanumeric field; 2 positions) and accounting station code (numeric field; 4 positions).

#### Unit Code

*numeric field; 2 positions*

Used only by the Forest Service.

#### Transmittal Number

Not required by NFC. This space is provided for agency use.

#### Effective Date

*numeric field; 6 positions*

Enter the date (MMDDYY) on which this transmittal is to become effective.

### Section C - Agency Office Name And Address

#### Name

*35 positions*

Enter the name of the submitting agency office.

A ACTION CODE	B IDENTIFICATION					5 EFFECTIVE DATE (6)								
	1 BOAC NUMBER (6)		2 ACCTNG. STATION CODE (6)	3 UNIT CODE (2)	4 TRANSMITTAL NUMBER (12)									
C AGENCY OFFICE NAME AND ADDRESS						<b>ACTION CODE KEY</b> 0 = No Change 1 = Add 2 = Change 3 = Delete								
1 NAME (35)														
2 ADDRESS (35)														
3 CITY (20)			4 STATE (2)		5 ZIP CODE (5)									
D ACCOUNTING CLASSIFICATION														
LINE NO.	AC-TION CODE	FUND CODE	FIN PROJ	CLASS CODE	STATE CHARGED	STATE WORKED	AREA	FIELD OFFICE	FIPS CITY CODE	PROJECT NUMBER		SCS		
			APPRN	STATE	ACCOUNT		FUNCTION	SUB FUNCT	SUB-UNIT	PROJECT NUMBER			FS	
	1	2	A	5	B	10	C	3	D	4	E	1	2	3
1														
2														
3														
4														
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18														
19														
20														
SIGNATURE						PHONE NUMBER		DATE						

FORM AD- 643  
(2/74)

**Figure 2. Form AD-643 (Changing A Existing BOAC Master Record) (sample)**

**Address** *35 positions*  
Enter the street address of the submitting agency office.

**City** *20 positions*  
Enter the city location of the submitting agency office.

**State** *2 positions*  
Enter the state abbreviation of the submitting agency office.

**ZIP Code** *5 positions*  
Enter the ZIP Code of the submitting agency office.

#### Section D - Accounting Classification

**Line No.** *2 positions*  
Preprinted on the form.

**Action Code** *numeric field; 1 position*  
Use Action Code 1, 2, or 3. To change accounting classifications, enter data only for fund code(s) affected.  
To add a new fund code, enter **1**.  
To change data, except fund codes (i.e. changes to accounting data or distribution), enter **2**. To change a fund code, enter **3** to delete the old fund code, then enter **1** on the next line to establish the new fund code.  
To delete a fund code, enter **3**.

**Fund Code** *alphanumeric field; 2 positions*  
For changes to a clearing account, leave fund code blank on line 1 and enter new data in other blocks. Otherwise, there must be an entry in this block for each line of accounting classifications. When possible, avoid using the letters I, O, Q, S, V, and Z and the number 1, 2, 5, and 0. If used, zeroes should be slashed (e.g., O).

**A, B, C, D, and E** *alphanumeric field; max. of 35 positions*  
Enter the agency-assigned management or accounting classification code in the format specified for your agency.

**Note:** Do not exceed three lines of accounting for each fund code listed on the AD-643.

**Dist. %** *numeric field; max. of 3 positions*  
Enter the percentage (whole numbers) of distribution for each line of accounting. The percentages must total 100 percent. The clearing account is always 100 percent.

**Signature, Phone  
Number, Date**

Enter the signature and phone number of the person authorized to submit the transmittal. Enter the date it is submitted to NFC. Mail a typewritten original to:

USDA, National Finance Center  
P.O. Box 60000  
New Orleans, LA 70160-0001

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## Completion Instructions For Form AD-644, Transportation Services Distribution - GSA Motor Pool

To provide data that is applicable for a specified 1-month period for transportation services received during the month indicated on the form and limited to the month that service is provided, prepare Form AD-644 according to the following instructions.

### Section A - Identification

- 1. BOAC Number** *alphanumeric field; 6 positions*  
Enter the BOAC code assigned to your office by GSA.
- 2. Requisitioner** *numeric field, 4 positions*  
Enter the last 4 positions of the GSA FEDSTRIP Requisitioner Number.
- 3. Document Number**  
Not required by NFC. This space is provided for agency use.
- 4. Use Period** *numeric field; 4 positions*  
Enter the month and year (MMYY) in which the transportation service was received. This may be for a one-month period only.
- 5. Line No.** *2 positions*  
Preprinted on the form
- 6. Vehicle Number** *numeric field; 7 positions*  
Enter the 7-digit vehicle number. The first two digits represent the vehicle class and the last five represent the tag number. Enter leading zeroes if the tag number is less than five digits (e.g., class 11 with tag number 179 would be entered as 1100179). Leave blank if the charge does not apply to sales code 1 or 2.
- 7. Sales Code** *alphanumeric field; 2 positions*  
This code must agree with the one used on GSA Form 494. Enter one of the following Sales Codes:
  - A1** Assigned Vehicle
  - AS** Substitute Vehicle
  - A8** Special Lease
  - D1** GSA Dispatch Vehicle
  - D2** Commercial Dispatch Vehicle
  - N1** Non-Revenue

<b>P1</b>	Driver Services
<b>Q1</b>	Shuttle/Taxi Service
<b>S1</b>	Paid Storage, IFMS
<b>S2</b>	Paid Storage, Agency
<b>V3</b>	Accident Repair
<b>W1</b>	Warranty Reimbursement (Output)
<b>X1</b>	Miscellaneous Service
<b>X2</b>	Miscellaneous (Labor)

**8. Fund Code**

*alphanumeric field; 2 positions*

Enter a fund code which will not duplicate one established for the BOAC master record.

**9. Total miles or %**

Enter miles or percentage for Sales Codes 1 and 2. Percentage figures must be entered when Sales Codes are 3 through 9.

**Section B - Accounting Classification**

**10. A, B, C, D, and E**

*alphanumeric field; max. of 35 positions*

Enter the agency-assigned management or accounting classification code.

**Note:** No more than three lines of accounting classification can be used for each fund code.

**11. Signature, Phone Number, Date**

Enter the signature and phone number of the person authorized to submit the form to NFC. Enter the date it is submitted to NFC. Mail a typewritten original to:

USDA, National Finance Center  
P.O. Box 60000  
New Orleans, LA 70160-0001

1 BOAC NUMBER (6)		2 REQUISITIONER (4)		3 DOCUMENT NUMBER (12)				4 USE PERIOD (4)						
LINE NO.	VEHICLE NUMBER	SALES CODE	FUND CODE	TOTAL MILES OR %	B ACCOUNTING CLASSIFICATION									
					FIN PROJ	CLASS CODE	STATE CHARGED	STATE WORKED	AREA	FIELD OFFICE	FIPS CITY CODE	PROJECT NUMBER ◀ SCS		
					APPRN	STATE	ACCOUNT		FUNCTION	SUB- FUNC	SUB-UNIT	PROJECT NUMBER ◀ FS		
					A	B	C	D	E					
	7	1	2	4	5	10	5	3	4	1	4	1	2	
1														
2														
3														
4														
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19														
20														
21														
22														
23														
24														
SIGNATURE					PHONE NUMBER					DATE				

Figure 3. Completing Form AD-644

## Exhibits

1. [MPOL2304, GSA Motor Pool - Transmittal Proof Listing](#)
2. [MPOL0803-A, GSA Motor Pool - Exception Listing](#)
3. [MPOL0803-C, GSA Motor Pool - Charges To Clearing Account](#)
4. [MPOL1703, Monthly Report Of Miles Driven And Amount By Agency/Accounting Station](#)



## 2. MPOL0803-A, GSA Motor Pool - Exception Listing

MPOL0803-A		GSA MOTOR POOL		PAGE 2							
DATE		EXCEPTION LISTING									
BOAC											
USDA GIFFORD PINCHOT N F											
PO BOX 8944 6926 E FOURTH PLAIN BLV											
VANCOUVER WA 98661											
THE MESSAGES SHOWN BELOW INDICATE UNUSUAL USAGE FOR THE BELOW LISTED VEHICLE(S). PLEASE REVIEW YOUR RECEIPTS TO VERIFY THE ACCURACY OF THE CHARGES AND NOTIFY NFC IF ANY DISCREPANCIES ARE DISCOVERED.											
STATEMENT NO	USE	PERIOD	REG/POOL	SALES CODE	VEHICLE TAG NUMBER	FUND CODE	MILES DRIVEN	DAYS USED	MILES PER DAY	AMOUNT	MESSAGES
NO034438	0995	10/02	A1	41-17292	850	0	850	0	850	274.00	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/02	A1	43-49401	189	0	189	0	189	236.85	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/01	A1	63-21618	908	0	908	0	908	414.30	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/02	A1	41-17297	671	0	671	0	671	248.94	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/02	A1	41-172529	3,152	29	3,152	29	3,152	591.11	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/02	A1	41-12773	1,715	0	1,715	0	1,715	413.67	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/02	A1	43-58728	476	0	476	0	476	275.44	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/02	A1	41-12763	1,712	0	1,712	0	1,712	413.24	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/02	A1	41-17294	521	0	521	0	521	227.94	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/02	A1	41-75193	711	0	711	0	711	254.54	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/02	A1	41-05573	493	0	493	0	493	236.48	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/02	A1	43-58736	920	0	920	0	920	356.00	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/01	A1	41-05439	599	0	599	0	599	238.86	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/02	A1	61-30600	480	0	480	0	480	259.40	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/01	A1	63-18179	1,205	0	1,205	0	1,205	481.12	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/02	A1	61-27729	988	0	988	0	988	333.14	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/02	A1	41-05562	1,435	0	1,435	0	1,435	373.07	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/02	A1	63-19643	748	0	748	0	748	378.30	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/02	A1	43-53134	875	0	875	0	875	348.12	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/01	A1	62-19057	659	0	659	0	659	336.91	COST OF SERVICE EXCEEDS \$100.00.
	0995	10/01	A1	62-21347	1,220	0	1,220	0	1,220	432.90	COST OF SERVICE EXCEEDS \$100.00.

USDA NFC SHA13

USDA NFC SHALL

### 3. MPOL0803-C, GSA Motor Pool - Charges To Clearing Account

GSA MOTOR POOL CHARGES TO CLEARING ACCOUNT															PAGE	1
DATE	GSA REG/POOL	ACCT STAT	FUND CODE	VEHICLE NO	SALES CODE	UNIT NO	USE PERIOD	MILES DRIVEN	AMOUNT BILLED	SCHED NR	MISMATCH MESSAGES	BATCH NO.				
	10 02			41 17266	A1	03	09 95	1,734	416.43	675085	FUND CODE DOES NOT MATCH	5311 8 7582				
	10 02			41 96334	A1	03	09 95	458	219.12	675085	FUND CODE DOES NOT MATCH	5311 8 7582				
	10 02			62 24586	A1	03	09 95	1,621	501.09	675085	FUND CODE DOES NOT MATCH	5311 8 7582				
	10 02			61 19694	A1	03	09 95	579	269.74	675085	FUND CODE DOES NOT MATCH	5311 8 7582				
	10 02			41 77479	A1	03	09 95		155.00	675085	FUND CODE DOES NOT MATCH	5311 8 7582				
	10 02			41 17303	A1	03	09 95	1,327	340.78	675085	FUND CODE DOES NOT MATCH	5311 8 7582				
	10 02			41 82381	A1	03	09 95	770	262.80	675085	FUND CODE DOES NOT MATCH	5311 8 7582				
	10 02			62 24038	A1	03	09 95	1,092	397.94	675085	FUND CODE DOES NOT MATCH	5311 8 7582				
	10 02			41 83941	A1	03	09 95	445	229.52	675085	FUND CODE DOES NOT MATCH	5311 8 7582				
	10 02			61 24130	A1	03	09 95	690	286.95	675085	FUND CODE DOES NOT MATCH	5311 8 7582				
	10 02			62 18800	A1	03	09 95	1,133	414.60	675085	FUND CODE DOES NOT MATCH	5311 8 7582				
								TOTAL	3,493.97							

USDA WFC SWAL3

DATE	MOTOR POOL	PAGE
MPOL 1703	MONTHLY REPORT OF MILES DRIVEN AND AMOUNT BY AGENCY/ACCOUNTING STATION FOR 6031	1
OZ		
	ACTG STAT	BODY TYPE
		MILES DRIVEN
		AMOUNT
	1200	236,409
		44,606.09
	2100	5,458
		1,467.66
	4110	704
		267.08
	4115	44,922
		10,638.60
	4150	9,533
		2,443.62
	4155	117
		186.96
	4250	1,734
		479.78
	6100	2,370
		727.35
	6175	3,296
		1,080.87
	TOTAL	304,543
		61,898.01

UGDA W/C SHALL3





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